

Town of Plymouth

80 Main Street, Terryville, CT 06786
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Board of Finance

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1. **Call Meeting to Order:** Jim Kilduff, Chairman called the regular March 20, 2025, Board of Finance meeting to order at 7:09 p.m. in the Assembly Room. Members in attendance: Victoria Carey-Vice Chairman, Jennifer Brunnoli-excused absence, Eugene Croce, Tony Osipiak, David Sekorski, and Vijay Dora, Town of Plymouth Finance Director.
2. **Pledge of Allegiance:** Jim Kilduff, Chairman led the group and audience in the Pledge of Allegiance.
3. **Notice of Fire Exits –** Jim Kilduff noted the Fire Exits for the record.
4. **Approval of Minutes**

MOTION:

Vicky Carey made a motion, seconded by Tony Osipiak to accept the minutes of March 3, 2025, as amended.

CORRECTION:

Tony Osipiak noted Pg. 3 clarification - strike suggest and change to we (the Board of Finance) consider the special tax.

VOTE:

Motion passed unanimously

MOTION:

Tony Osipiak made a motion, seconded by Vicky Carey to accept the minutes of March 6, 2025, as amended.

CORRECTION:

Pg. 3 Vicky Carey questioned the need for the Athletic trainer position.

VOTE:

Motion passed unanimously

MOTION:

Vicky Carey made a motion, seconded by Dave Sekorski to accept the minutes of March 10, 2025, as amended.

PLYMOUTH, CT
 TOWN CLERK'S OFFICE
 RECEIVED FOR RECORD
 2025 MAR 26 PM 3:30
 TOWN CLERK

CORRECTION:

Pg. 2 Jennifer Brunoli questioned how much the town would get if you brought in sporting licenses.

VOTE:

Motion passed unanimously

5. Continue Pass Thru of Budget FY 2025-26

Jim Kilduff stated re. Police and Public Works line items, after reviewing - noted general salary increases, contracts, increase newspaper, service contracts, technology, and repair, - mostly due to inflation and costs rising and briefly elaborated.

Vicky Carey questioned re. Police - Conference and Training, thought this would bring money in, and briefly elaborated.

Eugene Croce noted they would get free training for their officers, which would not be reflected in accounting - instead of having to pay they would have some savings.

Conferences & Training (follow-up)

Internal Training (follow-up)

Telephone & Communications (follow-up)

Dave Sekorski suggested that we give departments a heads-up on areas of concern before their specific department meeting with the Board of Finance and briefly elaborated.

Vicky Carey questioned if the Police definitely made four corporal positions (if the increase in budget is reflective of that) and did they change one administrative police officer position to an administrative lieutenant position besides adding four corporals and briefly elaborated. (follow-up) \$51,610 change

Tony Ospiak questioned the overtime budget - that overtime was used to fill five positions that were (supposedly vacant) now at full staff. Questioned the reasoning for overtime, scheduling, and position (follow-up).

Tony Ospiak stated my understanding was that there was money in the salary account to continue one officer and fill the projected retirement position eliminated and is that reflected in the Police Department's budget? (follow-up)

Vijay Dora, Finance Director stated had a conversation with the chief and captain and looked at overtime and training, ADP software system “training” goes into the “overtime” budget and we need to correct this by doing a transfer – (journal entry) requesting ADP to reconfigure software (done this way in the past), and briefly elaborated.

Jim Kilduff confirmed so this is needed for a reflection of actual dollars and where they are and briefly elaborated.

Vijay Dora, Finance Director noted different types of training, (working on duty) - to payroll and other training needs to be coded - to training and is then the correct amount and briefly elaborated.

Vijay Dora, Finance Director noted ADP should be able to reconfigure their software so that it goes to the correct account.

Vijay Dora, Finance Director stated we implemented - sending the actual expense report to the Police Department, so they could track expenditures - in order to not overspend and briefly elaborated.

Tony Ospiak questioned the Police Extra Duty Fund. (how we build these contractors) we incur costs are they reflected in charges?

Vijay Dora, Finance Director stated the amount collected, we track, part pays pension, and briefly elaborated.

Dave Sekorski stated the importance of overtime number - and noted police department - requested \$300,000 Mayor recommended \$275,000.

Police overtime/positions (follow-up)

Conferences & Training (follow-up)

Service Contracts (follow-up)

Telephone & Communications (follow-up)

Clothing (follow-up)

Salaries (follow-up)

Eugene Croce stated “overtime” can be controlled.

Vicky Carey noted Animal Control - 3 part-time Animal Control officers -raises, breakdown of Regular Employees.

Vijay Dora, Finance Director stated the importance of creating a standardized process for the budget and narrative for consistency, information needs to come to us before we commence the budget.

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Vijay Dora, Finance Director stated salaries in the budget are changed according to contracts that were made available to Finance.

Eugene Croce questioned Animal Control - why does that include housing of animals under regular employees?

Animal Control - Housing of animals - need breakdown (follow-up)

Communications - Service Contracts (follow-up)

Vicky Carey noted a decrease of \$4000 in Service Contracts – Litchfield County Dispatch (increase last year), a possible miscalculation. (follow-up)

Tony Ospiak noted possible savings, and sharing of services and briefly elaborated.

Vijay Dora, Finance Director noted the importance of contracts should be sent to prior Finance/budget process requests and briefly elaborated.

Eugene Croce stated agreed with the need for a more centralized control over certain activities if you want them to be consistent activities and briefly elaborated.

Jim Kilduff noted Fire Department – small increases

Jim Kilduff noted Ambulance – small increases

Jim Kilduff noted Payment to other organizations (contractual)

Vijay Dora, Finance Director confirmed payment to other organizations - Central EMS Council

Vicky Carey noted Fire Marshal- Administrative Assistant \$ Change \$5,411, 20.55% (follow-up)

Emergency Management

Leases of equipment (27,560) confirm (follow-up) need clarification of the number.

Vijay Dora, Finance Director distributed for perusal Motor Vehicle Assessment Changes Effective October 1, 2024 pg. 1 of 6 ct.gov/opm – for comparison reasons - noted (revenue will decrease)

Eugene Croce confirmed this has passed.

Vijay Dora, Finance Director distributed a copy of the Fraud Risk Assessment bill (previously requested by Vicky Carey) and noted that this item has been taken out of the budget.

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Vijay Dora, Finance Director distributed copies for perusal to the Board of Finance Pg. 1 of 2 (Vijay Dora's notes) that answered some of the previously asked questions from past meetings as follows- some highlights included:

- ❖ The budget was decreased by \$15K (the amount of the Fraud Risk Assessment)
- ❖ The Assessor Position is presently vacant and the budgeted amount is for a full-time Assessor, two other part-time positions are included in this line item.
- ❖ Legal Notices - noted current requirements, municipalities seeking to shift legal notices to websites, and Legislative action of Legal Notices still require newspaper publication.
- ❖ Land Use and Zoning increases in the Advertising Budget.
- ❖ Actuarial fees -Valuations are every 2 years
- ❖ Banking Fees- are only on the Main Account
- ❖ Heart & Hypertension
- ❖ Insurance line items -One Digital manages, amounts budgeted are estimated (not actual)
- ❖ Meeting with One Digital on March 24, 2025.

Eugene Croce questioned Wages & Benefits adjustments of \$20,000 - any contracts not settled. (follow-up)

The Board of Finance thanked Vijay Dora, Finance Director for all of the information (notes) provided.

Vicky Carey, questioned the Fire Department line item - radio repairs - \$4,500 survey for communications for emergency townwide communications – should IT have this instead of the Fire Department.

Vijay Dora, Finance Director noted IT (separate department) will have to go through IT, needs to be approved through the department head, better control with equipment purchases, and briefly elaborated.

Vicky Carey noted the importance of firewalls, etc.

Vijay Dora, Finance Director noted the importance of proper internal controls and briefly elaborated.

Vicky Carey noted some things legally IT can't handle due to privacy and briefly elaborated.

6. Public Comment

Melanie Church, 328 Main Street, Terryville, CT - questioned overtime - Extra Duty Fund, need to start building revenue, housing of animals (three towns - portion), questioned leases on equipment, number of police vehicles, and sweep accounts (No. of Accounts) - suggested interest earned used for roads, and noted sales of foreclosures (fair market value).

Jim Moslak, 18 Carriage Drive, Terryville, CT – questioned Police Officers (pension) and extra duty fund - revenue back to town, police officer cruiser count, and grants for roads.

7. Correspondence

None

8. Board Member's Comments

Vicky Carey - Capital Improvement Committee will come in April 10, 2025, along with department heads that are requesting capitals, noted standardized scoring will be explained, ranking, 5-year plan, gave credit to Carl Johnson re. 5-year plan.

Eugene Croce - None

Tony Osipiak - Sweep of accounts, is Police Extra Duty part of the sweep. (follow-up), would it make sense when departments come in and speak about capital expenses improvements at the same time or address them all at once?

Dave Sekorski – None

9. Adjournment

There being no further business of the Board of Finance, a motion was made by Eugene Croce seconded by Dave Sekorski to adjourn at 8:30 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

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Recording Secretary